



DSRIP PPS Network User Guide

Version P1.1

**Delivery System Reform Incentive Payment (DSRIP) Program
Performing Provider System (PPS)**

September 16, 2014

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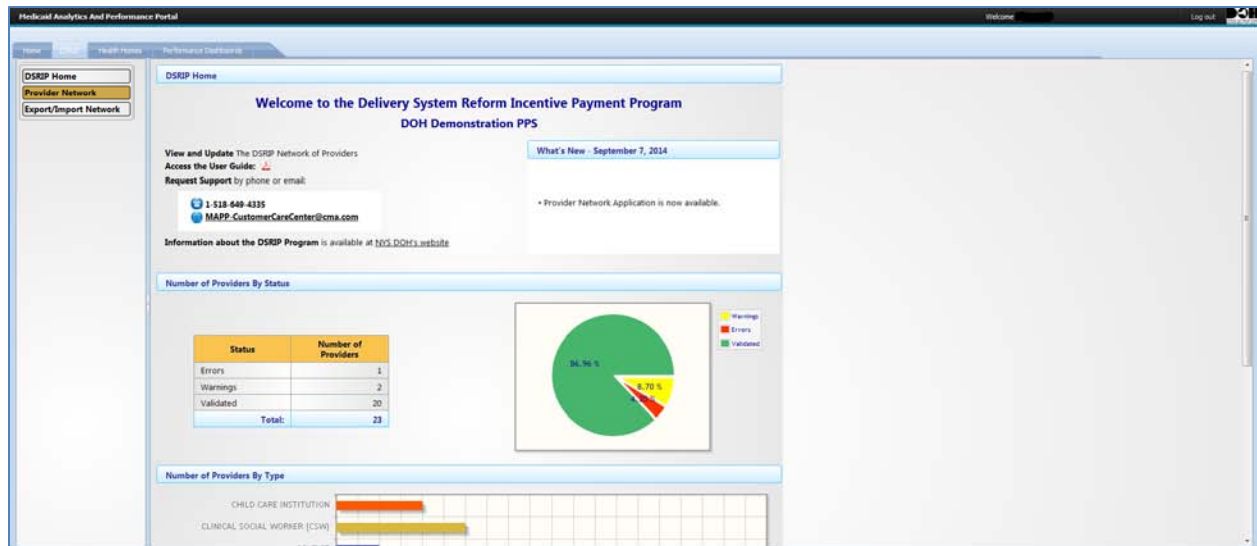
Introduction

The NYS Department of Health (DOH) is initiating the Delivery System Reform Incentive Payment (DSRIP) program. The program’s primary goal is to improve the delivery of comprehensive health care services to Medicaid recipients across the State while reducing avoidable hospital admissions by 25 percent over five years. As the first phase of the DSRIP program, a network of Performing Provider Systems (PPS) is being established to assemble and enroll providers of all types to successfully meet the DSRIP program goals.

For more detailed information regarding the DSRIP program, visit the NYS Department of Health website at [NYS DOH DSRIP Program](#).

This guide describes the navigation and functions of the DSRIP PPS Network Provider tool for use by PPS Lead Organizations.

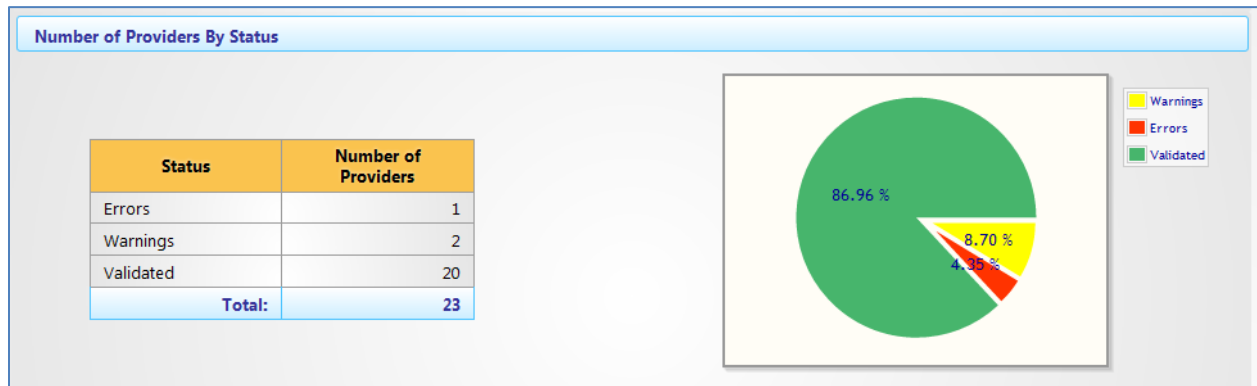
DSRIP Home – Overview



The DSRIP Home page contains the following information about your Provider Network:

- The Number of Providers by Validation Status in your provider network
- The Number of Providers by Type in your provider network
- An export/import function for batch editing your entire provider network in one file

DSRIP Home – View Number of Providers by Validation Status



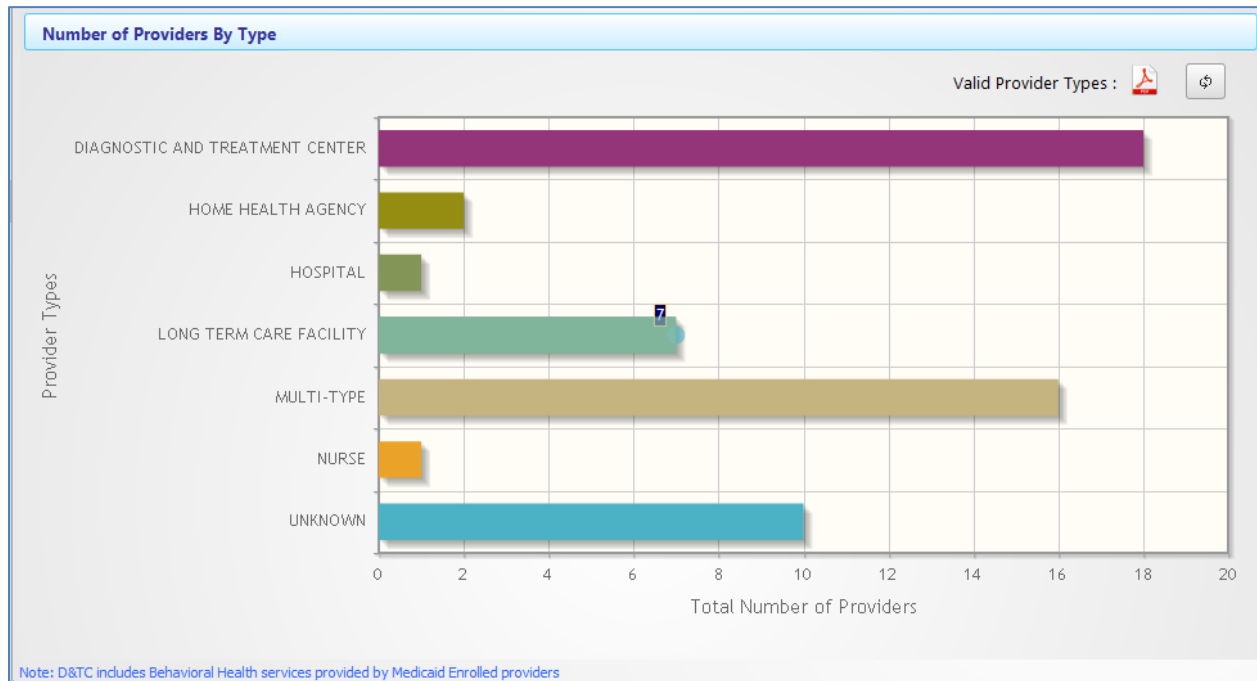
This section of the DSRIP Home page displays the number and percentage of providers by Validation Status within your PPS Network.

The pie chart is color-coded to display the percentage of providers within your PPS Network that have been Validated as well as the percentage of providers with Errors and Warnings.

Pie Chart Legend

- **Error** indicates that an invalid MMIS ID or NPI exists.
- **Warning** indicates that contact information is missing:
 - Contact Name
 - Contact Phone Number
 - Contact Email
- **Green** indicates Validated.

DSRIP Home – Number of Providers by Type



This section of the DSRIP Home page displays the Number of Providers by Type within your PPS Network. *Note: D&TC includes Behavioral Health services provided by Medicaid Enrolled providers.*

- Click on any bar on the graph to remove that provider type from the display. The graph will recalibrate to display a refined view. Click the **Refresh** button to replace the removed provider type.
- Hover over any bar on the graph to display the actual number of providers.

DSRIP Home - Export/Import Network Providers

As an added feature for finalizing your provider network information, the DSRIP Network Provider tool allows users to export, edit and import your entire provider network using the **Export/Import Network** function.

To use this function, you must export and save the file in a **Comma-Separated Values (.CSV)** format. This optional function enables editing of your entire provider network as a single file using either of the following methods:

Editing a Comma-Separated Values (.CSV) File

1. Export your provider network information as a Comma-Separated Values (.CSV) file.
2. Edit and save the file.
3. Upload the .CSV file into the DSRIP Network Provider tool.

Editing a .CSV File in Excel

The Excel option features a custom-designed template formatted to highlight Errors, Warnings, and other information read on import.

	A	B	C	D	E	F	G	H	I	J
1	DSRIP	DSRIP	DSRIP	DSRIP	DSRIP	Phone	DSRIP	DSRIP		
2	Provider Name	NPI ID	MMIS ID	Contact Name	Contact Phone	Extension	Contact Email	Provider Type	DSRIP Street	DSRIP City
3										
4										
5										
6										
7										
8										
9										
10										

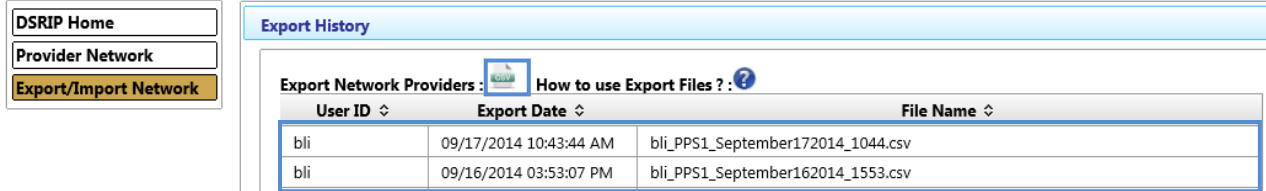
- Export your provider network information as a Comma-Separated Values (.CSV) file.
- Import the .CSV file into the provided Excel Template for editing.
- Edit the Excel file and save as a .CSV file.
- Upload the .CSV file into the DSRIP Network Provider tool.

WARNING: When using either of the above methods, you will be replacing your entire PPS Network Provider file. Any organizations not included in the upload file will be DELETED.

Ensure that your Lead Organization has not been removed from your upload file.

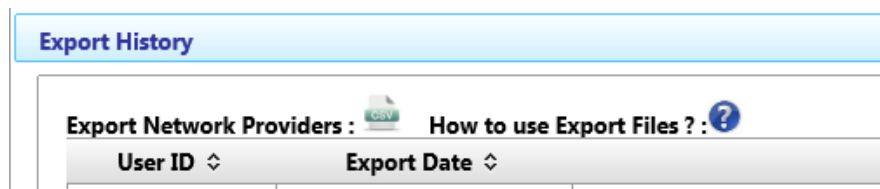
Exporting Network Provider Files

To use the Export/Import function, begin from the **Export/Import Network** page.



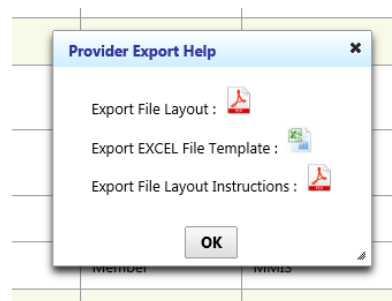
- Select the **Export Network Providers** icon to open a .CSV file containing your entire provider network.
- The user ID, time stamp, and file name of each exported file will appear in the Export History section of the screen.
- Edit and save the file.
- Import the .CSV file into the DSRIP Network Provider tool. Refer to the **Importing Network Provider Files** section of this guide.

Using the Excel Option



To use the Excel option to edit your file, select the **question mark** icon (?) to view the following documents containing detailed instructions on the **How to Use Export Files** function:

- Export File Layout
- Export Excel File Template
- Export File Layout Instructions



- Select the document icon to open or save the document. Select **OK** to close the window.
- To use the optional Excel Template, refer to the *Export File Layout Instructions* for instructions on editing and saving your .CSV file in Excel.

Importing Network Provider Files

Reminder: Your import file must be saved as a .CSV file before beginning the Import procedure.

Import History

Warning : When you Choose a File and click on Upload button, you are about to replace your existing PPS Partner Network! This is a full file replacement. Any organizations not included in your upload file will be DELETED.

Please be sure that you have not removed your lead organization from your upload file.

Import Network Providers :

+ Choose a File
↗ Upload
⊘ Cancel

- On the **Export/Import Network** page, select the **Choose a File** button and browse to select the saved .CSV file to be imported. When selected, the file name and size will appear on the screen.

Import Network Providers :

+ Choose a File
↗ Upload
⊘ Cancel

bli_PPS1_September142014_2033.csv 184.9 KB

✕

- Select the **Upload** button to import the file into the Network Provider tool. To remove the selected file, select the **Cancel** or the **(X)** button and choose a new file.
- After selecting the **Upload** button, a progress bar will appear next to the file name indicating the status of the upload.

Import History

Warning : When you Choose a File and click on Upload button, you are about to replace your existing PPS Partner Network! This is a full file replacement. Any organizations not included in your upload file will be DELETED.
Please be sure that you have not removed your lead organization from your upload file.

Import Network Providers :

+ Choose a File ↗ Upload ⌂ Cancel

User ID	Import Date	File Name	Process Status	Error Message
mxs45	09/16/2014 09:06:51 AM	PPS1 Edits Validation.csv	COMPLETED	

- While the file is being uploaded, the **Process Status** field will display that the upload is processing.
- Upon completion of the upload, the file name will appear in the **Import History** and the **Process Status** field will display **Completed**.
- If the file fails to upload, the **Process Status** field will display **Error** and the associated error will be identified in the **Error Message** field.
- An email notification will be sent to the user performing the file upload when the upload has been successfully completed.

Note: While the file upload is in process, all other screens and functions will be locked for all users.

Additional Features

Import History

Warning : When you Choose a File and click on Upload button, you are about to replace your existing PPS Partner Network! This is a full file replacement. Any organizations not included in your upload file will be DELETED.
Please be sure that you have not removed your lead organization from your upload file.

Import Network Providers :

+ Choose a File ↗ Upload ⌂ Cancel

User ID	Import Date	File Name	Process Status	Error Message
anonymous	09/16/2014 02:34:59 PM	anonymous_PPS1_September162014_1409.csv	COMPLETED	
anonymous	09/16/2014 02:10:01 PM	anonymous_PPS1_September162014_1409.csv	COMPLETED	
mxs45	09/16/2014 09:06:51 AM	PPS1 Edits Validation.csv	COMPLETED	

The Import History section displays the following information:

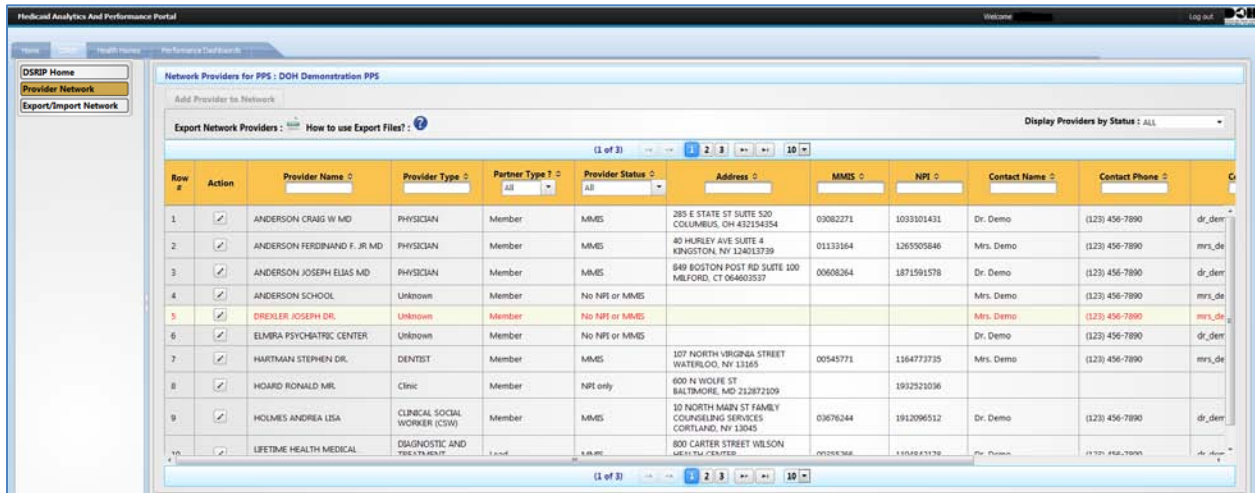
- The user ID, time stamp, and file name of each imported file.
- The actual imported file.
- A Process Status message indicating whether the upload is In Process or Completed.
- An Error message if the file failed to upload with the associated error identified in the Error Message field.

Provider Network Screen Overview

The following instructions will assist users with viewing and editing your PPS Network.

On the DSRIP Home page, select the **Provider Network** button to view a list of providers within your PPS Network.

Network Providers for PPS Screen



Row #	Action	Provider Name	Provider Type	Partner Type	Provider Status	Address	MMIS	NPI	Contact Name	Contact Phone
1	<input checked="" type="checkbox"/>	ANDERSON CRAIG W MD	PHYSICIAN	Member	MMIS	285 E STATE ST SUITE 520 COLUMBUS, OH 432154354	03082271	1033101431	Dr. Demo	(123) 456-7890
2	<input checked="" type="checkbox"/>	ANDERSON FERDINAND F. JR MD	PHYSICIAN	Member	MMIS	40 HARVEY AVE SUITE 4 KINGSTON, NY 124013739	01133164	1265505846	Mrs. Demo	(123) 456-7890
3	<input checked="" type="checkbox"/>	ANDERSON JOSEPH ELIAS MD	PHYSICIAN	Member	MMIS	849 BOSTON POST RD SUITE 100 MILFORD, CT 064603537	00608264	1871591578	Dr. Demo	(123) 456-7890
4	<input checked="" type="checkbox"/>	ANDERSON SCHOOL	Unknown	Member	No NPI or MMIS				Mrs. Demo	(123) 456-7890
5	<input checked="" type="checkbox"/>	DREXLER JOSEPH DR.	Unknown	Member	No NPI or MMIS				Mrs. Demo	(123) 456-7890
6	<input checked="" type="checkbox"/>	ELMIRA PSYCHIATRIC CENTER	Unknown	Member	No NPI or MMIS				Dr. Demo	(123) 456-7890
7	<input checked="" type="checkbox"/>	HARTMAN STEPHEN DR.	DENTIST	Member	MMIS	107 NORTH VIRGINIA STREET WATERLOO, NY 13165	00545771	1164773735	Mrs. Demo	(123) 456-7890
8	<input checked="" type="checkbox"/>	HOARD RONALD MRL	Clinic	Member	NPI only	600 N WOLFE ST BALTIMORE, MD 212872109		1912521036		
9	<input checked="" type="checkbox"/>	HOLMES ANDREA LISA	CLINICAL SOCIAL WORKER (CSW)	Member	MMIS	10 NORTH MAIN ST FAMILY COUNSELING SERVICES COBLESKILL, NY 12545	03676244	1912096512	Dr. Demo	(123) 456-7890
10	<input checked="" type="checkbox"/>	LIFETIME HEALTH MEDICAL	DIAGNOSTIC AND TREATMENT	Member	MMIS	800 CARTER STREET WILSON MEDICAL CENTER	00263368	1104823178	Dr. Demo	(123) 456-7890

The Network Providers for PPS screen displays a list of providers in your PPS Network sorted alphabetically.

- Click on the arrows in the column headers to sort provider information based on the column titles (e.g., Provider Type, MMIS, etc.). **Provider Name**
- Click on the arrows in the Errors/Warnings column to sort and display providers first by Errors, then by Warnings, and then by Validated.
- To display providers by a **specified status only** (i.e., Errors only, Warnings only or Validated only), select the desired status from the dropdown menu next to **Display Provider by Status**. **Display Providers by Status : ALL**
- Manual searches can be performed by entering information in the blank search field below each column header. A multi-search feature allows users to refine search results by entering information into multiple search fields. **Provider Name**
- The default display setting is 10 rows per page. To view more rows per page, select the desired number of rows to view from dropdown menu. **1 2 3 >> << 10**

Network Providers for PPS Screen (continued)

Similar to the pie chart on the Home page, the provider information is also color-coded to indicate whether the information has been validated or if Errors or Warnings exist. Text appearing in black indicates that the information has been validated.

Color Code Legend

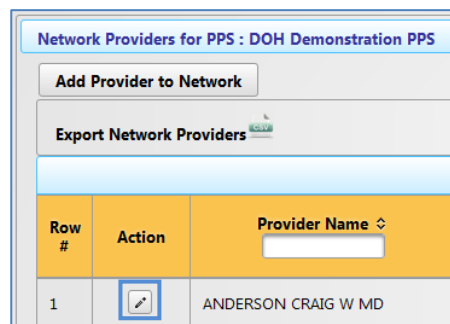
- **Error** - An Error is displayed in red text and indicates that an invalid MMIS ID or NPI exists.
- **Warning** - A Warning is displayed in yellow text and indicates that DSRIP provider contact information is missing:
 - Contact Name
 - Contact Phone Number
 - Contact Email
- Black text indicates that the information has been **Validated**.




PPS Network Provider Functions

The following PPS Network Provider functions can be performed from the Network Providers for PPS screen:

- View and edit provider details
- Remove a provider from your PPS Network
- Add a provider to your PPS Network

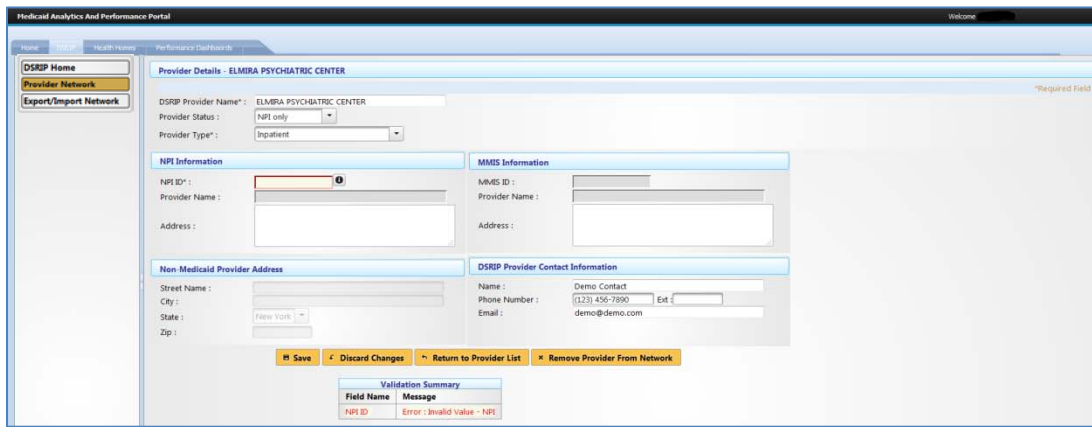
View and Edit Provider Details



Network Providers for PPS : DOH Demonstration PPS		
Add Provider to Network		
Export Network Providers 		
Row #	Action	Provider Name 
1		ANDERSON CRAIG W MD

- Select the **pencil icon** next to the provider name to view and edit provider details or to remove a provider from your network.

Provider Details Screen



Field Name	Message
NPI ID	Error: Invalid Value - NPI

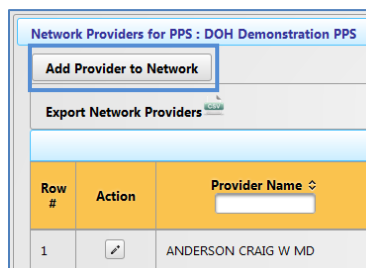
- Details for a specific provider can be edited on the Provider Details screen. If an Error or Warning exists, a **Validation Summary** on the bottom of the screen will identify the particular Error or Warning. Any field marked with an asterisk is a **Required** field. Select **Save** to complete your changes.
- To **remove a provider** from your network, select the provider on the Network Providers screen and then select the **Remove Provider From Network** button.


Adding Providers to Your Network

In addition to the Export/Import Network function as described in the **DSRIP Home Export/Import Network** section, providers can be added individually to your network using the **Add Provider to Network** function.

Adding Providers Individually

- To add providers individually to your PPS Network, select the **Add Provider to Network** button on the Network Providers for PPS page.



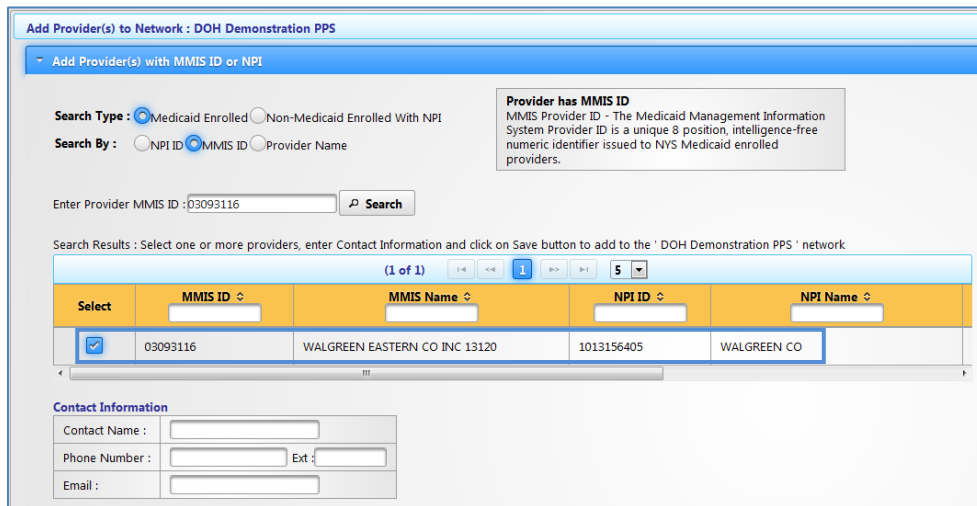
Row #	Action	Provider Name
1		ANDERSON CRAIG W MD

Add Provider(s) to Network Screen



Add a Medicaid Enrolled Provider to Your Network

- To add a **Medicaid Enrolled** provider using **MMIS ID**:
 - Select a **Search Type**: select the **Medicaid Enrolled** button.
 - Search by **MMIS ID**; NPI or Provider Name (multiple results may be returned when searching by provider name).

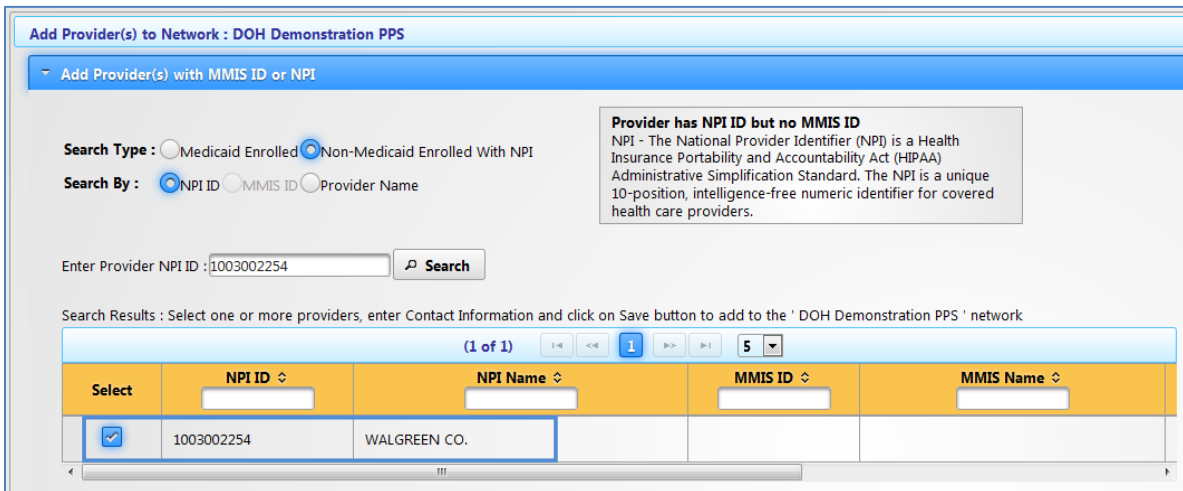


Select	MMIS ID	MMIS Name	NPI ID	NPI Name
<input checked="" type="checkbox"/>	03093116	WALGREEN EASTERN CO INC 13120	1013156405	WALGREEN CO

- Select the **checkmark** next to the valid result and select **Save** to complete the change.

Add a Non-Medicaid Enrolled Provider to Your Network

- To add a **Non-Medicaid Enrolled** provider using **NPI**:
 - Select a **Search Type**: select the **Non-Medicaid Enrolled With NPI** button.
 - Search by **NPI** or Provider Name (multiple results may be returned when searching by provider name).



Add Provider(s) to Network : DOH Demonstration PPS

▾ Add Provider(s) with MMIS ID or NPI

Search Type : Medicaid Enrolled Non-Medicaid Enrolled With NPI

Search By : NPI ID MMIS ID Provider Name

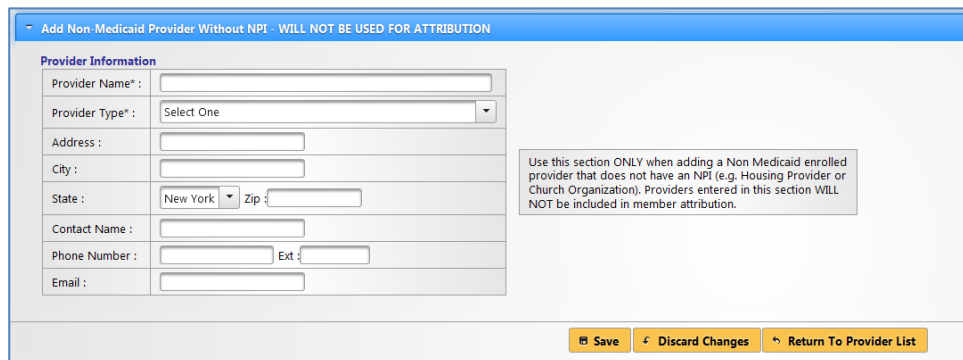
Enter Provider NPI ID :

Search Results : Select one or more providers, enter Contact Information and click on Save button to add to the ' DOH Demonstration PPS ' network

Select	NPI ID	NPI Name	MMIS ID	MMIS Name
<input checked="" type="checkbox"/>	1003002254	WALGREEN CO.		

Provider has NPI ID but no MMIS ID
 NPI - The National Provider Identifier (NPI) is a Health Insurance Portability and Accountability Act (HIPAA) Administrative Simplification Standard. The NPI is a unique 10-position, intelligence-free numeric identifier for covered health care providers.

- Select the **checkmark** next to the valid result and select **Save** to complete the change.
- To add a **Non-Medicaid Enrolled Provider without NPI**:
 - **Note**: A provider added by this method **will not** be used for attribution.
 - Select the header **Add Non-Medicaid Provider without NPI**.
 - Fill in each applicable field. Any field marked with an asterisk is a **Required** field; for example:
 - Provider Name, Provider Type



▾ Add Non-Medicaid Provider Without NPI - WILL NOT BE USED FOR ATTRIBUTION

Provider Information

Provider Name* :

Provider Type* :

Address :

City :

State : Zip :

Contact Name :

Phone Number : Ext :

Email :

Use this section ONLY when adding a Non Medicaid enrolled provider that does not have an NPI (e.g. Housing Provider or Church Organization). Providers entered in this section WILL NOT be included in member attribution.

- Select **Save** to complete the change.



MAPP Customer Care Center

For assistance using the DSRIP PPS Network Provider tool, contact the MAPP Customer Care Center.

Phone: (518) 649-4335

Email: MAPP-CustomerCareCenter@cma.com